

**REGIONAL DISTRICT OF NANAIMO**

**ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY COMMITTEE**

**WEDNESDAY, October 15, 2014**

**10:00 AM**

*(Lighthouse Community Centre, Qualicum Bay)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

*Motion to receive delegation.*

**MINUTES**

3-4 Minutes of the regular Electoral Area 'H' Parks and Open Space Advisory Committee meeting held June 25th, 2014.

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

**UNFINISHED BUSINESS**

**REPORTS**

5-14 Monthly Update Regional and Community Parks & Trail Projects – June- August 2014

Monthly Update Regional and Community Parks and Trail Projects - September 2014 (handout)

Water Access Signage (verbal)

Henry Morgan CP – Phase 2 install update (verbal)

*Motion to receive Reports.*

**BOARD AND COMMITTEE UPDATES**

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**COMMITTEE ROUND TABLE**

**ADJOURNMENT**

*Motion to adjourn.*

Distribution: B. Veenhof (Chairperson), R. Leontowich, D. Seydel, N. Robertson, B. Ellis, V. Weismiller, D. Wiwchar, T. Osborne, W. Marshall, E. McCulloch

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING  
WEDNESDAY, June 25, 2014  
10:00 AM  
(Lighthouse Community Centre, Qualicum Bay)**

**ATTENDANCE:** Bill Veenhof, Chair, Director, RDN Board  
Richard Leontowich  
David Wiwchar  
Valerie Weismiller  
Nancy Robertson

**STAFF:** Wendy Marshall, Manager of Park Services  
Elaine McCulloch, Parks Planner

**REGRETS:** Dagmar Sedel  
Barry Ellis

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**CALL TO ORDER**

Chair Veenhof called the meeting to order at 10:50am.

**MINUTES**

MOVED D. Wiwchar, SECONDED N. Robertson that the minutes of the regular Electoral Area 'H' Parks and Open Space Advisory Committee meeting held April 2, 2014 be approved.

CARRIED

**REPORTS**

**Monthly Update Regional and Community Parks and Trail Projects - April 2014  
Monthly Update Regional and Community Parks and Trail Projects – January 2014**

Ms. McCulloch gave a summary of the Regional and Community Parks and Trail Projects reports.

**5 year Project Planning: 2014-2018**

The committee discussed the 5 year project plan for 2014-2018 for Area 'H'.  
Improvements to priority beach accesses was added as a medium project priority.

MOVED R. Leontowich, SECONDED N. Robertson that the reports be received.

CARRIED

**BOARD AND COMMITTEE UPDATES**

MOVED N. Robertson, SECONDED R. Leontowich that the Regional District provide funding of \$20,000 annually for four years for a total of \$80,000 to the Lighthouse Community Centre for capital repairs and upgrades.

CARRIED

MOVED R. Leontowich, SECONDED N. Robertson that the 2014 funding of \$20,000 for the Lighthouse Community Centre be taken out of Community Works Funds for Electoral Area 'H'.

CARRIED

**COMMITTEE ROUND TABLE**

**Chair Veenhof** will connect with Manager of Fish Hatchery to put trail signs.

**ADJOURNMENT**

MOVED N. Robertson, SECONDED R. Leontowich that the meeting be adjourned at 11:45 am.

CARRIED

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Chair

## Parks Functions Report

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**TO:** Tom Osborne  
General Manager of Recreation and Parks

**DATE:** September 17, 2014

**FROM:** Wendy Marshall  
Manager of Parks Services

**FILE:**

**SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects**

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During June, July and August staff have been involved with the following projects and issues.

### **Electoral Area Community Parks**

#### **Area A**

A bronze recognition plaque was installed at the park as per the requirements of the Skate Park construction Provincial grant funding. Staff also completed and submitted the April-June 2014 periodic progress report to the Province. Staff worked with the North Cedar Improvement District Fire Department to water the newly seeded areas of the park. Staff continued with site inspections, maintenance work and garbage collection at the Cedar Skate Park.

Staff prepared and distributed the June 18<sup>th</sup> PRCC meeting agenda package, attended the meeting and prepared the meeting minutes.

Staff repaired a viewing area landing and removed trees and brushed the trail at Woodridge Place Community Park.

Maintenance work was carried out, and maintenance planning work was begun for the Morden Colliery Trail plaza/trailhead.

Staff continued to provide support to an in-camera land acquisition for potential park and attended meetings on the subject.

Staff attended a SD68 Playfield Pre-construction meeting at the new Cedar Elementary School site.

Staff provided a planning report regarding a request for acceptance of park land dedication as part of a subdivision at 1965 Walsh Rd. The applicant proposed to dedicate 0.4 hectare (1.0 acre) of park land. The dedication consists of wetland located along Macmillan Rd. and would accomplish many of the Electoral Area A Official Community Plan parks objectives.

#### **Area B**

At Rollo McClay Community Park water delivery was continued throughout the summer due to siltation issues with the water well on site. Garbage collection was also continued, along with service to several beach access sites on the island. Additional areas at the park were also cleared/brushed and are now being mowed regularly.

Road brushing work was completed at 707 Community Park, along with a park inspection to assess signage needs.

Park maintenance and brushing was completed at Joyce Lockwood Community Park.

Staff liaised with community members regarding the use of a water well at Clamshell Community Park, where several fruit trees were also planted by community volunteers.

A site visit with community volunteers was conducted to approve a section of newly laid out trail at Cox Community Park.

Staff provided information and support to a community member who was interested in asking the POSAC to consider developing a dog-off leash park in one of the existing community parks on the island.

Staff provided information and support to the Gabriola Softball Association regarding the process of requesting permission and funding for a kids playground at Rollo McClay Community Park.

Staff continued to work with the consultant to develop the Huxley Park Master Plan.

Staff prepared and distributed the June 3<sup>rd</sup> POSAC meeting agenda package, attended the meeting, reviewed and edited the meeting minutes.

Staff attended a Gabriola Local Trust Committee and RDN Protocol Meeting in June.

#### ***Area C – Extension***

A new bridge was constructed at Extension Miners Community Park. Planning work for upcoming stair and sign work is also underway.

Forest fire signage was posted at Nanaimo River Canyon Community Park.

#### ***Area C - East Wellington/Pleasant Valley***

In June, staff completed an assessment and report for the vacant Olesen residence in Anders and Dorrit's Community Park in consideration of future park development. The report was presented to the POSAC. Site inspections and garbage clean-up work were carried out at Anders and Dorrit's Community Park. Staff met on site with a contractor to order new gate work at the park. Contracted mowing services also continued for this site.

Staff contacted the Nanaimo Horticultural Association and the Vancouver Island University (VIU) Horticultural Program to inquire if either group were interested in working with the RDN to renovate and maintain the existing residential gardens at Anders and Dorrit's Community Park. Staff met with a VIU horticultural instructor to discuss their potential involvement with the project. VIU students will be undertaking a plant identification and design project during the 2014 fall semester and will also be providing some pruning and plant clean-up on site.

Staff prepared and distributed the June 23<sup>rd</sup> POSAC meeting agenda package, attended the meeting, reviewed and edited the meeting minutes.

### **Area E**

In June, a planning referral and planting plan was completed by park staff for a residential development application impacting vegetation along the south boundary of Stone Lake Drive Community Park.

Staff continued to work with the consultant to develop Blueback Park Master Plan. Staff met with a local kayaking company to review the draft plan and to discuss design and management issues and opportunities. Staff also investigated the possibility of using goats to remove the existing blackberries in the park. However, the site is too large and the blackberries too tall for goats to be effective at this time.

New signage was posted at Brickyard Community Park.

Trail brushing was carried out along the Schooner Ridge Trail and at Stone Lake Drive Community Park.

Staff prepared and distributed the June 2<sup>nd</sup> POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

### **Area F**

At Errington Community Park additional trail brushing and clearing work was carried out. Staff met on site with park stewards to discuss upcoming park improvements scheduled for the fall. A new bike rack was also installed at the park. Hazard tree removal work was also carried out.

A Permit to Construct Works was received from Ministry of Transportation and Infrastructure for vehicle barricade placement at Price Road, scheduled for September.

A trail counter was installed at Carrothers Road trail.

Staff developed a draft signage plan for Malcolm Community Park.

Meadowood Community Park Phase 1 construction was underway over the summer, with completion of fencing, playground installation, gravel paths, asphalt play court and tree planting. Remaining work includes hydroseeding, and RDN-installed amenities (signs, garbage can, toilet surround, bike rack, wheelstops) and volunteer construction of the picnic pavilion. Pro bono services were coordinated with Sorenson Engineering and Pickles TimberWorks toward construction of the pavilion. A building permit was taken out for the project by staff. Monthly update meetings have taken place with the CMRA parks group. Park opening is anticipated for Spring 2015.

Staff prepared and distributed the July 9<sup>th</sup> POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

### **Area G**

Staff responded to illegal dumping call at Riley Road Community Park. New signage was posted and a letter sent to area residents.

Local volunteers painted portions of the Women's Institute Hall at Dashwood Community Hall. Park brushing and trail maintenance work was also carried out.

Playground equipment at picnic tables were pressure washed at Neden and Maple Lane Community Parks.

New signage was posted at Miller Road Community Park. Hogweed removal was also carried out by staff and area volunteers.

Staff worked with the developer to complete the MOTI pathway that connects Sanika Close to the new Oceanside Elementary School.

Staff met with the developer to discuss trail construction through the future community park which will be dedicated through subdivision at 691 Wembley Rd (near the old Yellowbrick Rd and Wembley Rd. intersection).

Staff provided Parks comments regarding a rezoning application at 1032 Robertson Blvd.

### **Area H**

Directional signs were posted throughout Oakdowne Community Park.

Improvements were made to the MOTI beach access at Shoreline Drive.

Park maintenance work was carried out at Dunsmuir Community Park.

Following permission from MOTI, directional trail signage was posted along Esary Road, directing visitors to Henry Morgan Community Park.

Brushing and trail improvements were completed at Leon Road Community Park and Deep Bay Creek Community Park.

Staff attended a meeting with MOTI staff and the Area Director regarding widening road shoulders for cyclists and pedestrians along 19A. MOTI staff are doing a table top study and will report back in September.

Staff developed a site layout plan and ordered a new Oogle swing and play surfacing for Henry Morgan Community Park.

Staff attended the Rural Economic Development discussions held in Deep Bay on June 3<sup>rd</sup>.

Staff prepared and distributed the June 25<sup>th</sup> POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

Staff completed and submitted the Final 2014 progress report, financial summary and metrics spreadsheets to the Province as per the requirements of the Henry Morgan Park construction grant funding.

### **Miscellaneous**

Numerous park inspection visits and maintenance projects were conducted throughout the district including garbage removal, brushing and trail maintenance, new sign layouts and installations, and sign maintenance, and numerous information requests were received from the public.



Staff provided information regarding the planning and construction process of Cedar Skate Park to the Village of Cumberland.

Staff provided some large Regional District Parks maps to the SD69 Aboriginal Studies Instructor to use as a base map for a “Aboriginal Place Naming” class project.

## **Community Works Projects**

### ***Area B***

Staff, the Area Director and Consultants met on site with the Ministry of Transportation in early June to hear the Ministry’s input on the concept of a separated trail along North Rd. Input they provided will influence the trail design. Consultants are revisiting some options along the new and future Madrona developments and will be preparing 85% complete design drawings once the options have been narrowed down based on anticipated cost, expected impact to the existing conditions (e.g. trees), and trail comfort and experience. Parks Staff will submit a package to the Ministry of Transportation for permit approval and review prior to completion of the design drawings and project tender.

### ***Area C - East Wellington/Pleasant Valley***

Staff and the Area Director met on site with the Ministry of Transportation in early June to discuss options for improving pedestrian safety along sections of Jingle Pot Rd. Narrow conditions at stream crossings and where there is a steep embankment next to the shoulder limit the possibility of widening the shoulder continuously along the road. Staff will be reviewing options prior to proceeding.

### ***Area G***

Parks and Planning staff met with MoTI in mid-June to discuss community pedestrian connections along and around the Wembley Rd area. Parks staff subsequently met with Ministry of Transportation Staff to walk Wembley and Lowry’s Rd and assess the possibility of separated trail or widened shoulder. Parks Staff met to discuss the options further with the Area Director. Because roads are outside the management of the RDN, more discussion with MoTI is required to formulate a plan for how to improve pedestrian connectivity in rural areas and who will be responsible for these improvements.

### ***Morden Colliery Bridge***

In June and August, staff reviewed and edited drafts of the feasibility study for a pedestrian bridge crossing within an undeveloped portion of the Morden Colliery Regional Trail and over the Nanaimo River. A final report will be submitted by Harold Engineering in the September.

### ***Regional Significant Gas Tax Project – E&N Rail Trail***

Survey work within the corridor is complete and preliminary design work for the Rail Trail is underway. Parks staff and Consultants have participated in several consultations with neighbours to the proposed trail and with other community groups or agencies with an interest in the project.

A meeting with two neighbouring landowners was held to discuss options for locating the trail on their property due to constraints within the adjacent narrow railway corridor. Consultants are looking at preliminary cost estimates to keep the trail within the corridor and if needed (due to high cost) the option of moving the trail outside the corridor will be examined further.

Parks staff and Consultants met with the Ministry of Environment to discuss permit approval requirements at Romney Creek – a watercourse along the trail route that may require culvert extension. Conversations with the neighbouring landowner are also underway to secure a statutory right-of-way for the culvert extension on the private property.

Parks Staff & Area F Director met over the phone with the E&N Division of the Canadian Historical Railway Association, who have interest in utilizing the railway corridor in Coombs for storing and displaying several railway cars. There is a long-term vision to develop a railway and community interpretation centre at this location and this vision was considered in relation to the current trail planning underway.

Parks staff met with the City of Parksville staff to discuss a connection to the trail through Springwood Park. When a plan is prepared, it will be provided to Council for review. Formal submissions have been made to the Island Corridor Foundation and the Agricultural Land Commission for the proposed trail development.

Over the fall design work will be on-going. Staff are beginning to prepare for a community Open House, planned for October.

## **Regional Parks and Trails**

### ***Arboretum***

Park staff conducted park inspections, park maintenance and garbage removal.

### ***Beachcomber Regional Park***

Park Staff conducted trail maintenance and park inspections. Trail counter data was collected and the park was GPS'd by the GIS department.

In July and August, staff completed research, photography, graphic design, mapping and site design work for a future park info kiosk in Beachcomber Regional Park. Kiosk installation is scheduled for early October, 2014.

### ***Benson Creek Falls***

Park staff conducted park inspections and maintained trails.

### ***Big Qualicum River Regional Trail***

Park staff met with DFO staff to discuss signage along the regional trail. Plans are for a September install.

### ***Coats Marsh Regional Park***

Park staff conducted park inspections, maintained trails, monitored the berm and the pond leveler.

### ***Descanso Regional Park***

Park staff conducted site inspections. Park operator continues to work with the RDN on the Descanso Bay park improvement plan. Hazard trees were removed for public safety.

### ***Horne Lake Regional Park***

Parks Staff developed a park information sign for installation in the kiosk at the adjacent Horne Lake Caves Provincial Park. The sign will be installed later this summer.

Park staff with Park Operators continues with the campground improvement project.

### ***Englishman River Regional Park***

Park Staff carried out routine inspections of Englishman River Regional Park and Top Bridge Park. Staff responded to maintenance issues identified by the Volunteer Park Warden including; garbage issues, ATV trespass, vandalism, graffiti and suspect hazardous trees. Staff met with the adjacent land owner regarding ATV trespass. The kiosk, garbage's and gates were power washed. Signs were removed from trees and new posts were installed. Park staff inspected trees with the Volunteer Warden and removed or recorded wildlife trees. A boulder was moved at the Allsbrook Kiosk to allow for wheelchair accessibility.

### ***Lighthouse Country Regional Trail***

Park staff conducted park inspections, maintained trails and collected trail counter data. The North Loop Signs at the McColl road trail head were removed from trees and installed on posts.

Interpretive sign locations were marked and signposts were fabricated (black powder coated steel posts).

### ***Little Qualicum River Regional Park***

Parks Staff met with the RDN's solicitor to seek guidance on the process for transferring management of the private bridge over the LQR to the RDN. The bridge over the river is within the regional park, but has been managed privately through easement by a gravel company. The road to the bridge on both sides of the river is private land and not managed by the RDN. The solicitor is reviewing the legal requirements for transferring the bridge given that the gravel company no longer intends to use the bridge.

Park staff conducted park inspections and maintained trails.

### ***Little Qualicum River Estuary Regional Conservation Area***

Park staff conducted park inspections monitoring the conservation area.

Park staff participated in the CAGO forum on the development of a goose management strategy for the Englishman and Little Qualicum estuaries. The annual meeting with DUC took place in June with discussion of projects and upcoming priorities. A proposal from BCCF for woody debris goose enclosures was reviewed in consultation with DUC, with a high priority being placed on development of an ecological monitoring program. The Qualicum Streamkeepers workplan for the estuary was reviewed.

### ***Mount Benson Regional Park***

Park staff and N.A.L.T. removed trees blocking the trail on Rafe's Way. Other trail maintenance was conducted throughout the park.

### ***Morden Colliery Regional Trail***

Park staff conducted park inspections and maintained trails. The two Thatcher Bridges were re-decked as per the recommendation of an Engineer inspection.

### ***Moorecroft Regional Park***

Park staff conducted park inspections and maintained trails. Trail counter data was collected. Park Staff met with an Architect and Structural Engineers to discuss what renovations are required to bring Kennedy Lodge up to code.

The Snaw-Naw-As First Nation was assisted with collection of driftwood for their healing garden.

Arrangements were made within the current RDN Coastal Animal Services contract for weekly patrols at the park for dog on leash compliance (no ticketing).

The Moorecroft Stewards volunteer group was assisted with presentation materials for their fundraising booth at the Art in the Garden weekend in Nanoose.

### ***Nanaimo River Regional Park***

Park staff conducted park inspections and maintained trails. Staff met with a project manager from the airport to conduct a site visit where tree topping was to occur. A boulder was moved at the Frey Road trailhead to allow for wheelchair accessibility.

Parks staff have begun to look at improving the interpretive signage program in the park and have received a quote for the graphic design of interpretive signage in the research forest area. Staff have also looked at potential locations and preliminary design for benches in the park.

### ***Top Bridge Regional Trail***

Park staff conducted park inspections, maintained trails.

### ***Trans Canada Trail***

Parks and GIS staff GPS'ed proposed changes to the trail alignment heading south from the kiosk at the end of Spruston Rd. The new alignment improves accessibility for equestrians. An application was submitted to the private land owner and the Province (crown land) that are affected by the realignment.

A 2-year licence renewal was granted by the private landowner for all sections of the TCT that pass over their land.

Park staff conducted trail inspections and maintained trails.

### ***Witchcraft Regional Trail***

Park staff conducted trail inspections and maintained trails.

### ***Fairwinds Lakes District - Regional Park Management Plan***

In August, a Request for Proposals was issued to prospective consultants for the development of a 20-year management plan for the future Regional Park within the Fairwinds Lakes District. Approximately 100 ha of parkland will be dedicated within 4 or 5 separate development phases over the next 20 years. The planning process for the management plan will run from September 2014- June 2015.

## **Miscellaneous**

An MOTI permit amendment was completed for Nanaimo Mountain Bike Club to develop a multi-use trail on the Harrow Road ROW that will connect from Westwood Lake to Benson Creek Falls Regional Park.

Parks staff met with Recreation Program staff to discuss Parks Programming and the direction to take. Recreation staff have now issued an RFP for Parks Programming.

Staff met with representatives of Tourism Vancouver Island (TVI) regarding the Hiking Trails Strategy – Phase I. TVI is looking for grants towards the project from local governments. A report was forwarded to the board to provide \$2,500 in funding in 2014.

Staff had the annual meeting at the Coastal Fire centre to review the Cost Sharing Fire Agreement.

## **Asset Management**

Staff have participated in meetings and provided information and feedback to consultants for an asset management program for the RDN. The draft report is expected by fall.

## **2015 Budget**

Preparation of the 2015 budget is underway. Staff have completed the 2014 projections and work continues on the 2015 Operational and Capital budgets. Staff received training in the FMW Capital module.

## **Parks Building**

Staff have worked with a lawyer and the landlord to draft a lease for the new parks operations utility building. Construction has begun and staff are monitoring the progress. The expected move in date is December 1.

## **Provincial Land Tenures**

In June, staff submitted an application to the Province for an early lease renewal for Crown Lands that constitute Benson Creek Falls Regional Park. Geotechnical assessment for future bridge and stairs is tentatively scheduled for October pending application approval.

In July and August, park staff continued research and mapping work for a 30-year Crown Land lease application for Morden Colliery Regional Trail in consultation with survey consultants and the Province.

## **Trail Counter Data**

| Month      | BRP #1 | BRP #2 | Carrothers Trail | E&N Trail #2 | E&N Trail Lowery Rd. | Moorecroft La Selva Place |
|------------|--------|--------|------------------|--------------|----------------------|---------------------------|
| 2014-06-01 | 3,375  | 727    | 1,530            | 85           | 1,168                | 1,113                     |
| 2014-07-01 | 593    | 442    | 1,174            | 73           | 63                   | 1,010                     |
| 2014-08-01 | 2,413  | 619    | 114              | 109          | 22                   | 1,020                     |

**Operational and Efficiency Review**

Parks Staff continue to be involved with inter-departmental meetings.

**Park Use Permits and Events**

- 4 park event:
  - Kindergarten field trip to Moorecroft Park (June)
  - CMRA Canada Day celebration at Meadowood CP (July)
  - Teddy Bear Picnic at Jack Bagley Field (July)
  - Cancer Ride at ERRP Silver Spur Riding Club (August)
  - Gabriola Tennis Club Tournament (August)
- 5 inquiries/future bookings

**Inter-departmental Meetings**

Parks and GIS staff continue working on the production of mapping standards for RDN Parks and Trails maps. Progress has been made in moving towards the production of more park maps by the mapping department.

Staff participated in the RDN Interdepartmental Meeting in June.

**Staff Training**

Staff participated in the Vancouver Island Trails Network Conference in Courtenay in June.

**Recommendations**

That the Parks Update Report for June, July and August 2014 be received as information.



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Manager of Parks Services



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General Manager Concurrence